

**IDAHO DEPARTMENT OF PARKS AND RECREATION**  
**“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”**  
**Oregon Trail Center**  
**Montpelier, Idaho**  
**Board Meeting**  
**July 27-28, 2011**

**AGENDA**

**Wednesday July 27, 2011**

- 8:00 a.m. Call to Order
- Welcome guests
  - Additions or deletions to the printed agenda
  - Public forum
- 8:15 a.m. Approval of the Board Meeting minutes  
May 11-12<sup>th</sup>, 2011
- 8:16 a.m. Unfinished Business
- Update on Statewide Signage
  - RV Action Plan
- 11:45 a.m. FY 2012 and FY 2013 Budget Discussion and Approval \*Al Tamara Humiston
- 12:30 p.m. Lunch Served at the W.C. Stock Park shelter
- 1:10 p.m. Online Registration
- 1:30 p.m. Advisory Committee Appointments
- 1:32 p.m. Out-of-State Fees Discussion
- 1:45 p.m. RV Grants Revisited
- 2:00 p.m. Begin Tour of Bear Lake
- 5:00 p.m. Grand Opening Bear Lake Visitor Center
- 6:00 p.m. Recess
- 6:30-8:00 p.m. BBQ at Visitor Center
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**Thursday, July 28, 2011**

- 8:00 a.m. Reconvene
- 8:05 a.m. Group Use Permit Approval for Ritter Island Art's Festival \*Al
- 8:07 a.m. Review of Concessionaire Contracts \*IO
- 8:45 a.m. Review of FY 2011 4<sup>th</sup> Quarter Financials \*IO
- 9:30 a.m. Reports \*IO
- Director (Oral)
  - Deputy Director
  - Fiscal

- Natural Resource
- 10:15 a.m. Break
- 10:30 a.m. Cont'd with Reports
  - Development
  - North & South Regions
  - Recreation Bureau
  - Reservation Program
    - Reservation Activity Report
  - Human Resource (Not in Attendance)
  - Communication/Marketing
  - Comprehensive Planning (Not in Attendance)
  - Board Members (Oral)
- 11:30 a.m. Adjourn

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Chairman Lombard called the Board meeting to order at **8:00 a.m. July 27<sup>th</sup>, 2011** at the National Oregon/California Trail Center Montpelier, Idaho with the following Board members in attendance:

Ernest Lombard, Vice Chair, Eagle  
Randy Doman, Member, Cottonwood  
Latham Williams, Member, Ketchum (Tuesday only)  
Tom Crimmins, Member, Hayden Lake  
Jean McDevitt, Pocatello  
Bob Hansen, Menan

Also present during all or a portion of the meeting were the following individuals:

Nancy Merrill, Director  
Dave Ricks, Deputy Director  
Jan Johns, Administrative Assistant to the Director  
Tamara Humiston, Fiscal Officer  
Dave Claycomb, Recreation Resources Bureau Chief  
Garth Taylor, South East Region Manager  
David White, North Region Manager  
Kathy Muir, State and Federal Aid Program Manager  
Tammy Kolsky, Reservation Manager  
Jennifer Blazek, Communications  
Sandra Mitchell, Idaho Recreation Council

**8:12 a.m.** Chairman Lombard introduced new Board Member Bob Hansen, representing Region VI. He also introduced Sandra Mitchell of the Idaho Recreation Council.

**8:15 a.m. Approval of the May 11-12<sup>th</sup>, 2011 Minutes**

**Mr. Williams moved to accept the May 2011 Minutes as amended. Mr. Doman seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Williams-aye, Doman-aye, Crimmins-aye, Lombard-aye, McDevitt and Hansen abstained. Motion approved.**

**8:16 a.m. Park Signage** Mr. Ricks updated the Board with a presentation on park signs for Bear Lake State Park, Massacre Rock and City of Rock State National Park Reserve.

Discussion followed.

**9:16 a.m. RV Action Plan**

Director Merrill introduced the presentation by Tamara Humiston explaining the available methods for use for the RV Funds and options for repayment.

**11:20 a.m.** Mr. Crimmins moved that the Board support the continued annual allocation of up to \$1.5 million from the RV fund to support park operations and that this allocation be reduced to zero beginning FY 2016. Mr. Doman seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

Ms. McDevitt asked that the following be a directive to staff:

- Continue search for consistent dedicated revenue stream
- Provide annual report for Board review & approval

**11:26 a.m. Change Board Policy on RV Grant Eligibility**

Discussion regarding changes to the RV grant eligibility took place between staff and Board members.

**11:44 a.m.**

Mr. Williams tabled the motion to after lunch. Mr. Crimmins seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

**11:45 a.m. FY 2012 & FY 2013 Budget Discussion and Approval Budget**

Ms. Humiston presented the preliminary Agency budget. The Board discussed the Agency's request for program enhancement per budget decision units.

**12:30 p.m.** Mr. Doman moved to accept staff's recommendation as presented with the discussed changes to move radios to priority status. Mr. Crimmins seconded motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Hansen-aye, McDevitt-aye, Crimmins-aye, Doman-aye, Williams –no. Motion approved.

**12:30 p.m.** Lunch

**1:10 p.m. Registration Online**

Director Merrill discussed the progress of the new Online Registration System.

Discussion followed.

**1:25 p.m.** Chairman Lombard appointed Mr. Crimmins to serves the liaison for the Online Registration task force.

**1:30 p.m. Advisory Committee Appointments**

Ms. Muir presented the applicants and staffs recommendation.

**1:31 p.m.** Mr. Crimmins moved to accept staff's recommendations. Ms. McDevitt seconded the motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

**1:32 p.m. Out-of-State Fees** Mr. Ricks discussed the variables of up charging out-of-state reservation fees. Research will continue on the varying possibilities and will be brought back to the Board at the next Board meeting for further discussion.

**1:45 p.m. RV Grants Revisited**

Mr. Crimmins moved that it shall be the policy of the IDPR Board that Federal Agencies are no longer eligible for RV grant funds. This policy shall remain in place until such time as the Board determines that economic conditions have improved sufficiently within the State to reconsider this policy. Mr. Hansen seconded. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

**1:48 p.m.** Recess

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**Wednesday July 28, 2011**

**8:00 a.m.** Chairman Lombard called the meeting to order.

**8:05 a.m. Group Use Permits**

Mr. Ricks present the board with a group permit for the Thousand Springs Group Use Permit.

**8:06 a.m.** Ms. McDevitt moved to accept staff's recommendation. Mr. Crimmins seconded motion. The Chair asked for any further discussion. Hearing none, the Chair asked for a vote on the motion. Motion approved unanimously.

**8:07 a.m. Review of Concessionaire Contracts**

Mr. Ricks discussed the various concession contracts which IDPR had with vendors. Board policy states:

The Board shall decide whether to lease or self operate, case by case, based upon, but not limited to, its consideration of the following criteria the relative efficiencies of public and private operations of individual revenue-producing facilities, financial return to the Department, service to park visitors, availability of qualified and acceptable concessionaires, availability of Department staff, volume of business anticipated, availability of start-up capital. The Director, or the Director's designee, shall seek concessionaires when the Board determines that services which the Department cannot or chooses not to provide itself should be provided to park visitors.

Discussion followed.

**8:45 a.m. Review of IDPR's FY 20120 4th Quarter Financials**

Ms, Humiston presented the FY 2011 4<sup>th</sup> Quarter financial statement to the Board.

Discussion followed. No approval required.

**9:30 a.m. Reports**

The following reports were presented:

- Director (Oral)
- Deputy Director
- Fiscal
- Natural Resource

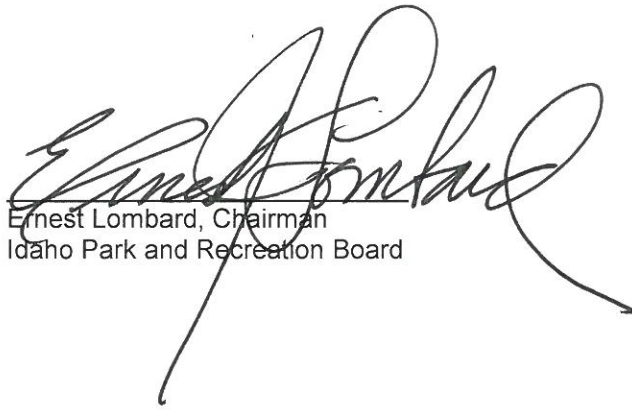
**10:15 a.m.** Break

**10:30 a.m.** Cont'd with Reports

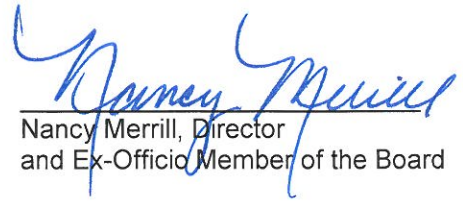
- Development
- North & South Regions
- Recreation Bureau
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- Human Resource (Not in Attendance)
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- Comprehensive Planning (Not in Attendance)
- Board Members (Oral)

**11:30 a.m.** Mr. Hansen moved to adjourn the meeting. Mr. Doman seconded the motion. The motion was passed unanimously.

**11:30 a.m.** Meeting adjourned.



Ernest Lombard, Chairman  
Idaho Park and Recreation Board



Nancy Merrill, Director  
and Ex-Officio Member of the Board

